



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

November 26, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name of the Chief Executive Officer.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT KATHY HANKS TO THE POSITION OF ADMINISTRATOR, CONTRACT PROGRAMS & SPECIAL SERVICES

Consistent with Board-approved policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Kathy Hanks to the position of Administrator, Contract Programs & Special Services at an annual salary of \$145,695.36 (\$12,141.28/month), placing her on Step 11, of this S14 position and reflecting a 10.73 percent increase over her base salary. We have reviewed the request and recommend Board approval of the attached DHS request to appoint Ms. Hanks.

As the Administrator, Contract Programs & Special Services, Ms. Hanks will report to the Chief Deputy Director and will oversee 28 professional and clerical staff in the Contracts and Grants Division and 53 professional and clerical staff in the Contract Monitoring Division. In this capacity, Ms. Hanks will be primarily responsible for the development and administration of all contractual and grant agreements for DHS.

The Department indicates that Ms. Hanks has over 16 years of various Los Angeles County experience and a copy of her resume and additional information from DHS is attached.

Each Supervisor  
November 26, 2007  
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The Department indicates that salary placement for Ms. Hanks as requested would be consistent with the level of experience and knowledge that she brings to this position. Based on the information provided by DHS regarding Ms. Hank's experience and qualifications, we concur with their request to appoint her to the position of Administrator, Contract Programs & Special Services at the requested salary.

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by December 7, 2007, we will advise DHS that authorization has been granted to proceed with Ms. Hank's appointment to Administrator, Contract Programs & Special Services at an annual salary of \$145,695.36 effective December 10, 2007.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Latisha Thompson of this office at (213) 974-1157.

WTF:SRH:SAS  
DRJ:LT:bjs

#### Attachments

c: Executive Officer, Board of Supervisors  
Director and Chief Medical Officer, Department of Health Services  
Director of Personnel

Kathy Hanks.bm

# NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Kathy Hanks

Employee No.:

(Check one) NEW HIRE: ☒ PROMOTION: ☐

## I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position – *Attach electronic copy of organization chart*

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

This position reports to the Chief Deputy Director, Health Services who oversees the Office of Contracts & Grants and Capital Planning. The Administrator's primary purpose is the development and administration of all contractual and grant agreements for Health Services.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

PLEASE SEE ATTACHED "DUTY STATEMENT"

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Ms. Hanks is highly qualified for this position and possesses the special knowledge, skills and experience to successfully perform in this critical position.

PLEASE SEE ATTACHED "RESUME" FOR ADDITIONAL HISTORY

E. Provide the candidate's résumé or curriculum vitae – *Attach electronic copy*

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name: Cara O'Neill Employee #: Title: Programs Admin., Health Services (Supvr., C & G)

Base Monthly Salary: \$9,993.25 Base Annual Salary: \$117,279.00 Salary Range/Quartile: S11, Step 11

G. Identify management position above the position requested

Name: Fred Leaf Employee #: Title: Chief Deputy Director, Health Svs.

Base Monthly Salary: \$20,426.08 Base Annual Salary: \$245,112.96 Salary Range/Quartile: R24,

## II. HUMAN RESOURCES

Certify that the position is vacant and budgeted – *Attach Item Control*

YES ☒ NO ☐

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: : \$ **\$10,965.25** Annual: \$ **131,583.00** Range, Quartile: S13, Step 10

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 10.73 % (Approximately)

PROPOSED SALARY: Monthly: \$ 12,141.28 Annually: \$ 145,695.360 Range, Quartile: S14, Step 11

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

**SEE ATTACHMENT**

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

YES ☒ NO ☐

**County of Los Angeles - Department of Health Services  
Health Services Administration**

**Duty Statement  
Administrator, Contract Programs, Services**

**Definition of Role:**

The Administrator's primary purpose is the development and administration of all contractual and grant agreements for Health Services.

This person reports to the Deputy, Office of Contract Administration & Capital Planning.

**Duties and Responsibilities:**

1. Directs the development, implementation, administration, and maintenance of Health Services Department contracting and grant policies in all contract and grant areas, including emergent and non-emergent inpatient and outpatient services, public health, children's medical services and a variety of related services.
2. Directs the preparation of guidelines, procedures and standards to administer and supervise the processing of all contracts and grants to insure compliance within the department of State and Federal statutory and administrative requirements for all contracts and grants.
3. Directs the establishment of standards and criteria in the selection of contract and grant agencies.
4. Has responsibility for periodic evaluation of existing contracts and grants to insure compliance with contract requirements.
5. Directs the development, negotiation, execution and administration of all contracts and grants in which the department is involved.
6. Directs the evaluation of State and Federal legislation to determine the effect on department programs involving contracts and grants.
7. Directs the preparation of reports requested by such agencies as the California Department of Health, Department of Health and Human Services, and the County Board of Supervisors.
8. Directs the preparation of studies, requests for proposals, proposal evaluation and contract development for outside contracting services undertaken pursuant to the County Charter.
9. Provides supervision of the day-to-day program activities, fiscal and administrative monitoring performed by the Central Contract Monitoring Division. This division is responsible for auditing Department contracts and oversight of facility and program contracting monitoring activities.

10. Represents the Department on County-wide contracting committees and serves as liaison with County legal and administrative entities, including County Counsel, Chief Administrative officer, Auditor-Controller, Los Angeles County Small Business Commission, Office of Affirmative Action Compliance, and other County departments, as well as with other government agencies, private organizations and community groups.

## **KATHY K. HANKS, C.P.M**

khanks@isd.lacounty.gov

### **EMPLOYMENT HISTORY AND ACHIEVEMENTS**

***Division Manager (Administrative Manager 13), Contracting Division  
Internal Services Department (ISD), Los Angeles County  
May 8, 2000 to present***

Manages the multifaceted ISD Contracting Division with a budget of \$4.1 million and 27 professional and clerical staff in four sections – Contract Compliance, Countywide Standards and Policies, Contracts-PCS/FOS, and Contracts-ITS and is responsible for the department's day-to-day services contracting operations. Develops and implements effective contracting strategies, plans and policies that are consistent with the overall goals of the department and the County. Plans, organizes, assigns, directs and evaluates through subordinate managers the acquisition of services for ISD and, through the use of master agreements, for County departments. Directs the preparation of guidelines, procedures, and standards to ensure ISD's contract solicitations and resultant contracts comply with applicable County, State and Federal requirements. Interfaces and works effectively with a variety of ISD personnel, other County departments, Board offices, local and State agencies, representatives of private industry and private contractors. May act for the General Manager, Purchasing and Contract Services (PCS) in his absence.

Work closely with the PCS Contract Administration Division to ensure contracted services for fleet, parking, printing and mailing, technical equipment maintenance and business machine maintenance are appropriately obtained and monitored.

Works in partnership with the Chief Administrative Office (CAO), County Counsel, and Auditor-Controller to develop contracting related policies and practices, standards and improvement programs often at the request of the Board of Supervisors. Acts as the central authority to disseminate contracting standards and policies established by the Board of Supervisors. Actively participates in small business outreach efforts.

Developed "Contracting Tools" including the County's first comprehensive Services Contracting Manual, model solicitation documents, and letters and made these available to other departments via the County Intranet. In concert with the Department of Human Resources, developed 2-day and 100 hour contracting classes offered through the Los Angeles County Training Academy and participated as a faculty member.

Developed and implemented the Local Small Business Enterprise (LSBE) Program in concert with ISD's Purchasing Division and the Office of Affirmative Action Compliance. Also in concert with Purchasing Division and several county departments, developed and delivered the 2005 "Small Business Bootcamp" training program. All of these efforts were recognized with County Productivity and Quality Awards.

Member of the Labor/Payroll Violation Assessment Team, Living Wage Implementation Team, and the Contractor Debarment Hearing Board. Considered one of the County's foremost subject matter experts on contracting. Frequently called on to participate in contracting related task forces and to provide consulting services for other County departments. As a result of an October 2002 Board of Supervisors motion to remove the contracting operations from the Sheriff's Department, developed an alternative solution, lead an improvement study of the operations and made recommendations for improvement which were implemented by the department. As a result, the contracting operations remained in the Sheriff's Department.

Member of the California Association of Public Purchasing Officers (CAPPO). Participates at annual CAPPO statewide conferences as a Professional Development (PRO-D) trainer. In concert with the Purchasing Division, received prestigious "Achievement of Excellence in Procurement" (AEP) award given by the National Purchasing Institute each of the last 5 years. In April 2002 received "lifetime" certification as a Certified Purchasing Manager (C.P.M.) from the Institute for Supply Management.

***Assistant Operations Chief, Contracts and Legislation Section  
Treasurer and Tax Collector (TTC), Los Angeles County  
February 1985 to May 2000***

Created TTC's Contracts Section in 1985, identified mission established written departmental procedures and standards for contracting, implemented departmental contracting program, created high level Contract Analyst position, recruited and trained staff, and fine tuned program as necessary. Established effective working relationships with County Counsel, CAO, Risk Management, ISD and other departments involved in the contracting process. Developed and administered Section's budget and supervised professional staff ranging from 4 to 10.

Responsible for directing, planning, monitoring and evaluating TTC's contracting and legislative programs with direct reporting to the department head. Planned and directed contract solicitations through negotiation and award for Board approved contracts, financial and bank contracts entered into via Government Code delegated authority, contracts entered into under Probate Code delegated authority, interdepartmental and interagency (e.g. Joint Powers Authority) agreements and selected sundry services contracts approved by the County's Purchasing Agent.

Monitored, analyzed, and developed legislation impacting TTC operations and represented TTC on the California Association of Treasurer and Tax Collectors (CACTTC) legislative committee. Attended monthly CACTTC committee meetings with association's lobbyist in Sacramento on behalf of the department head. Streamlined time consuming manual legislative screening process by eliminating paper bill service and fully implementing use of LegiSlate automated bill service. Participated on task force that developed and implemented "Bold Steps Forward" report of recommendations for improving County purchasing and contracting and assisted in formation of the Office of Small Business.



***Contracting and Productivity Analyst  
Chief Administrative Office (CAO), Los Angeles County  
January 1984 to February 1985***

Provided technical assistance and approvals to departments on contracting and productivity projects. Analyzed budgetary impact of contracting, made recommendations regarding feasibility of main mission contracting. Participated on proposal evaluation committees for other departments. Liaison between departments, County Counsel, Auditor-Controller, Board offices and vendors regarding contracting. Responded to Board referrals regarding contracting and vendor complaints. Member of Department Formation Task Forces during creation of Department of Children and Family Services and Facilities Management Department. Wrote speeches on contracting for top County managers and Board members. Prepared monthly statistical reports and analysis on contracting and productivity results for the Board. Provided direct staff support to two citizen advisory committees on contracting and productivity. Assisted in creation of Contract Managers Network, County Proposition A contract training program and Proposition A Contracting Manual, and Contracting Connection Workshops.

***Intermediate Accountant-Auditor  
April 1982 to December 1983***

***Accountant-Auditor  
February 1981 to April 1982  
Auditor-Controller, Los Angeles County***

Performed a variety of operational, management, and financial audits including laundry, dietary, payroll, fraud investigations, cost of medical care for undocumented aliens, hospital operating agreement with USC, and patient financial services at LAC/USC Medical Center. Prepared and presented reports of audit findings to department management. Participated on proposal evaluation committees for other departments. Provided analysis and deposition support in Los Angeles and New York as assistant lead auditor on year long defalcation audit of TTC and a major New York brokerage firm. Recommendations resulted in the establishment of internal controls and standardized operating procedures for the County's \$8 billion dollar (at that time) investment portfolio.

**EDUCATION**

***Los Angeles County Training Academy, December 2001***  
Incumbent Division Chief Certificate Program

***University of Southern California, June 1981***  
Bachelor of Science Degree in Business Administration (Major - Accounting)

## **PROFESSIONAL AFFILIATIONS AND VOLUNTEER EXPERIENCE**

### ***Docent Volunteer, Los Angeles Conservancy***

January 2004 to present

### ***Good Shepherd Shelter Guild***

Member since 1990. Support group that raises awareness of, and funds for, a local, long term shelter for women and families impacted by domestic violence. Assists with planning and implementing annual Gala Fundraiser at the Jonathan Club which includes silent and live auctions, dinner, dancing and awards. Chair of Silent/Live Auction portion of 2006 Gala which netted \$45,000 for the Shelter. Caters food for the annual Shelter Tea and Tour open house.

### ***General Alumni Association***

### ***Marshall School of Business Alumni Association***

### ***University of Southern California***

Member in both since 1981

### ***Women in Management (WIM), Los Angeles Chapter***

Member from 1984 to chapter closing in 1999. Over 6 years experience serving on the Board of Directors of a non-profit educational and professional organization. Served one-year terms as President, Vice President of Programs, Recording Secretary, Nominations Advisor and 2 years as Treasurer. Awarded WIM Woman of Achievement in 1996. Chaired Magic Castle fundraiser in 1997 that raised \$12,000 for two shelters for victims of domestic violence. Program speaker on topics such as project management, career changes, eldercare issues. Chapter Newsletter Editor for 3 years.

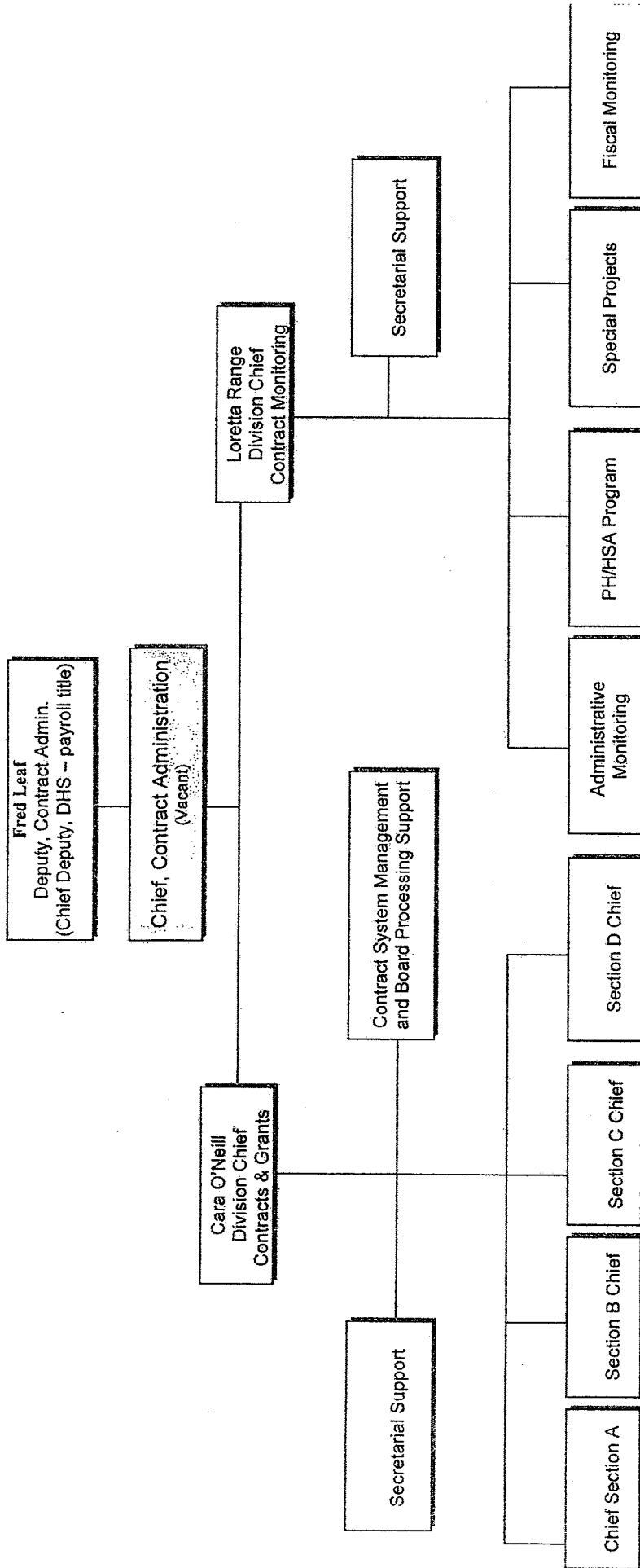
### ***St. Ignatius School***

1993 to 2005

Advisor to school principal and served terms on Parent Guild Board as recording secretary and treasurer. Advisor projects included assisting with development of school's hot lunch program contact and related monitoring procedures, providing audit support during the Archdiocese audit of the school, conducting internal control reviews, developing written accounting procedures, implementing internal controls over cash handling, establishing revenue projections procedures, implementing committee development and Board member succession planning. Automated treasurer accounting records and standardized financial reporting processes. Introduced comparative financial reporting to evaluate success of fundraisers.

**CONTRACTS AND GRANTS  
ORGANIZATION CHART**

Effective May 25, 2006



Contract Monitoring is comprised of 53 employees  
Contracts & Grants is comprised of 28 employees